

First Aid Procedure & Policy

Horwich Parish CE Primary School



Approved by: PREMISES AND H&S COMMITTEE

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*Our vision is to be a school where everyone can achieve and "let their light shine" both individually and collectively as a community.
Learning to love each other as Jesus loved us, respecting each other and growing into the people God has called us to be.*

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Guidance is available in the following publications: -

First Aid at Work – The Health and Safety (First Aid) Regulations 1981 – Approved Code of Practice and Guidance L74.

Guidance on First Aid for Schools – D.f.E.E. Basic Advice on First Aid at Work IND(G)214L.

1. Introduction

The Health and Safety at Work Act 1974 places on the employer the duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. The duties are comprehensive and are designed to encourage employers and employees to take a wide ranging view of their roles and responsibilities. This includes first aid which is specifically dealt with by the Health and Safety (First Aid) Regulations 1981.

The 1981 Regulations, together with the Approved Code of Practice and Guidance (updated and revised in 1997) apply across a wide spectrum, i.e. to virtually all employers, employees etc.

2. Application

The aim of the Regulations is to ensure that all people at work are adequately covered. Their flexibility is designed to ensure people in similar situations are effectively covered to a similar standard.

There are three broad duties under the Regulations:-

- the duty of the employer to provide first aid;
- the duty of the employer to inform employees of the arrangements made in connection with first aid;
- the duty of self-employed persons to provide first aid equipment.

The Regulations do not oblige employers to provide first aid for anyone other than their own employees, but in many undertakings, such as educational establishments etc., the employer may wish to include them in their assessment of needs and make provision for them

Local Education Authorities have a common law duty (in loco parentis) to look after children in their care. Hence the LEA expects schools to provide equivalent facilities to their pupils that they accord to their employees. Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake such a task. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Where possible, it is sensible to combine first aid arrangements for employees and for non-employees. Such arrangements could also cover visitors to educational establishments.

3. Duty of the Employer to Provide First Aid

Employers (schools etc.) are required to decide what precisely they need to fulfill their obligations under the regulations to provide adequate and suitable first aid cover.

The onus is on the employer to carry out assessments to determine the hazards likely or foreseeably prevent within their establishments, so as to provide adequate and suitable first aid provisions, including the number of first aid personnel.

4. Assessments

An employer (schools etc.) should make a risk assessment of first aid needs appropriate to the circumstances of the establishment.

In assessing the needs with regard to first aid requirements, the Approved Code of Practice and D.f.E. Guidance on First Aid for Schools identifies the following:-

- whether there are any significant hazards or risks on the site;
- the size of the school and whether it is on different levels;
- the organisation's history of accidents;
- the nature and distribution of employees, pupils etc.;

- the remoteness of the site (establishment) from emergency medical services;
- whether there are staff or pupils with special health needs or disabilities;
- different first aid procedures may apply to pupils in primary and secondary schools;
- employees working on shared sites or multi-occupied sites;
- annual leave and other absences of first aiders and appointed persons.

Although the assessment of first aid requirements does not need to be formal or written, it is advisable to keep a record to demonstrate that Health and Safety matters are being managed in the establishment (school etc.).

5. First Aid Personnel

The Approved Code of Practice requires employers to provide an adequate and appropriate number of suitable persons (with specific regard to the particular establishment) to render first aid to ill and injured employees at work. Governing Bodies/Head Teachers should consider the likely risks to pupils and visitors as well as employees when drawing up policies and deciding on the number of first aid personnel. People who agree to become first aiders do so on a voluntary basis.

6. First Aid Training Record

SURNAME	FORENAME	COURSE DETAILS	ISSUE DATE	EXPIRY DATE	NOTES
BRINDLE	DAWN	HABC Level 3 Award in Paediatric First Aid (QCF)	19/02/2022	19/02/2025	
GRIMSHAW	CAROL	HABC Level 3 Award in Paediatric First Aid (QCF)	04/03/2022	04/03/2025	
OGILVIE	AMANDA	HABC Level 3 Award in Paediatric First Aid (QCF)	11/03/2022	11/03/2025	
BAINTON	ALISON	HABC Level 3 Award in Paediatric First Aid (QCF)	03/11/2021	03/11/2024	
NOLAN	AMY	HABC Level 3 Award in First Aid at Work	10/03/2022	10/03/2025	
MASON	HELEN	HABC Level 3 Award in Paediatric First Aid (QCF)	03/07/2020	03/07/2023	Booked on renewal course 22/6/23
BUTLER	DEAN	Emergency First Aid at Work Level 3 RQF Award	15/06/2022	15/06/2025	
MAYOR	CAROLINE	HABC Level 3 Award in First Aid at Work	23/09/2021	23/09/2024	
MCKNIGHT	CAROL	Emergency First Aid at Work Level 3 RQF Award	01/07/2020	01/07/2023	Booked on renewal course 23/6/23
BANNER	STEPHEN	Emergency First Aid at Work Level 3 RQF Award	15/09/2020	15/09/2023	Booked on renewal course 14/9/23
MCBRIDE	VICTORIA	HABC Level 3 Award in Paediatric First Aid (QCF)	11/03/2022	11/03/2025	
STANLEY	ANITA	Emergency First Aid at Work Level 3 RQF Award	15/06/2022	15/06/2025	

Schools will generally fall into the lower risk category, but some schools or areas of activity may fall into the medium risk category. Schools should base their provision on the results of their risk assessment. If there are parts of the school where different levels of risk can be identified, the employer should consider the need to make different levels of provision in different departments/areas.

When considering how many first aid personnel are required, the Governing Body/Head Teacher should also consider: -

- adequate provision for breaks and lunchtimes. It is good practice to encourage Midday Supervisory Assistants to receive first aid training;
- adequate provision for leave and absence cover;
- first aid provision for off-site activities, e.g. school trips;
- adequate provision for certain departments e.g. Science, Craft Design Technology, Food Technology and Physical Education;
- adequate provision for out of school hours activities e.g. homework clubs, sport activities;
- any agreements with contractors such as school meals on joint provision for first aid for employees.

The Regulations define a “suitable person” as:-

- Someone who holds a current first aid certificate issued under a training course approved by the Health and Safety Executive.
- In situations where “suitable persons” are absent in temporary and exceptional circumstances, it is acceptable as suitable compliance with Regulations for the employer to appoint a person to take charge of: -
 - any situation where an ill or injured person require attention from a medical practitioner or nurse;
 - any first aid equipment and facilities e.g. restocking the first aid container;
 - ensuring that an ambulance or other professional medical help is summoned, where appropriate.

This person is defined as an Appointed Person. Emergency first aid training in this case does not require HSE approval, though employers must be able to justify the competency of any trainers used.

Four day training for qualified First Aiders and one day courses for Appointed Persons given by HSE Approved Instructors, are available.

There is nothing laid down as to how many first aiders for a given number of employees should be appointed.

The Governing Body or Head Teacher may decide, on the basis of the risk assessment of their first aid needs, that a first aider is not necessary, although that is unusual. The minimum requirement is that an appointed person must take charge of the first aid arrangements. The school’s assessment should identify the number of appointed persons needed. Arrangements should be made to ensure that this cover is available at all times while people are on school premises.

7. First Aid Accommodation

Employers must provide suitable and sufficient accommodation for first aid according to the assessment of identified first aid needs. The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during school hours. The area, which must contain a wash basin and be reasonably near to a toilet, need not be used solely for medical purposes, but it should be appropriate for that purpose and be readily available for use when needed. ***For these purposes, the area at the bottom of the Year 1 new stairs is provided as first aid accommodation.***

In further education establishments, hazards may vary greatly from Department to Department. The assessment should be used to establish whether some areas need a higher clarification, requiring more or specialised first aid provisions.

Up to date lists giving the names, location and telephone numbers of trained First Aiders and Appointed Persons should be prominently displayed at strategic points in the establishment.

Before taking up first aid duties, a First Aider must hold a valid certificate of competence in first aid work, issued by an organisation whose training and qualifications are approved by HSE. First Aid at Work Certificates are only valid for three years and employers need to arrange refresher training with re-testing of competence before the current certificate expires. Otherwise a full course of training will have to be taken to re-establish the First Aider. Schools should keep a record of first aiders and certification dates.

8. Children with Medical Needs

Records are kept of *allergies* that affect action at school. For first aid this might affect the use of plasters.

Refer to separate procedure relating to care of children with medical needs.

9. Sports Injuries and Field Trips

Pupils and students may suffer sports injuries and arrangements should take account of them. In particular, those in charge of sporting activities may need special training to deal with such injuries.

It is in the interests of the education establishment, that a First Aid Kit should be carried when participating at various activities including field trips or expeditions. This is the case at Horwich Parish CE Primary School, where First Aid Kits are also taken for off-site lessons, educational visits and matches. Special training may be needed for those accompanying expeditions to locations remote from emergency services or where activities involve specialised or unusual hazards (e.g. pot-holing, mountaineering or diving).

10. Equipment and Facilities

All First Aiders and employees should have access to any equipment although it will vary depending on the establishment and the level of risk.

11. First Aid Boxes

These should be made of suitable material and so designed to protect the contents. All boxes should be clearly marked, the recommended marking being a white cross on a green background (**Health and Safety (Safety Signs and Signals) Regulations 1996**).

First aid boxes and travelling first aid kits should contain sufficient quantities of suitable first aid materials and nothing else. There is no mandatory list of items to be included, this should reflect assessment requirements. Minimum quantities for low-risk establishments may be considered as:-

- a general guidance leaflet on first aid (see below);
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment;
- 2 sterile eye pads;
- 4 individually wrapped triangular bandages (preferably sterile);
- 6 safety pins;
- 6 medium sized individually wrapped sterile unmedicated wound dressings (approx. 12cm x 12cm);

- 2 large sterile individually wrapped unmedicated wound dressings (approx. 18cm x 18cm);
- 1 pair of disposable gloves.

In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened they must **not** be re-used. The use of eye baths/cups or re-fillable containers is not recommended.

Extra equipment, or items required for special hazards, i.e. for example scissors, adhesive tape, disposable aprons, may be kept in or near first aid boxes.

If possible, first aid containers should be kept near to hand washing facilities.

Consideration should also be given to the provision of plastic disposable bags for the safe collection and disposal of soiled dressings.

A school's first aid procedures should identify the person responsible for examining the contents of first-aid containers.

12. Travelling First Aid Kits

Before undertaking any off-site activities, the Head Teacher should assess what level of first aid provision is needed.

The contents reflect the circumstances in which they may foreseeably be used, but the following at least should be included:-

- general guidance leaflet on first aid (see below);
- 6 individually wrapped sterile adhesive dressings;
- one large sterile unmedicated dressing (approx. 18cm x 18cm);
- 2 triangular bandages;
- 2 safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves;
- equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

13. Public Service Vehicles

Transport Regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first aid container with the following items:

- 60 antiseptic wipes, foil packaged;
- one conforming disposable bandage (not less than 7.5cms wide);
- 2 triangular bandages;
- one packet of 24 assorted adhesive dressings;
- 3 large sterile unmedicated ambulance dressings (not less than 15cms x 20cms);
- 2 sterile eye pads, with attachments;
- 12 assorted safety pins;
- one pair of rustless blunt-ended scissors.

The first aid container should be: -

- maintained in a good condition;
- suitable for the purpose of keeping the items referred to above in good condition;
- readily available for use;
- prominently marked as a first aid container.

The contents of first aid boxes and travelling kits should be replenished as soon as possible to ensure continued sufficient supplies of materials. A person should be designated to carry out checks on contents to ensure they are not used after their expiry date and the required levels of contents are being maintained.

14. Reporting Accidents and Record Keeping

It is good practice for employers keep a treatment book in which records of treatment given are recorded. It is useful to include cases even where no treatment is given.

The information to be entered should include:-

- date, time and place of incident;
- name and job of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, went back to work, went to hospital);
- name and signature of the First Aider or person dealing with the incident. This record can where relevant, be combined with other accidents records.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the Health and Safety Executive.

15. National Health Service Facilities

A major aim of first aid, particularly in relation to more serious injuries, is to stabilise a casualty until he or she can be moved to hospital. It is important, therefore, that contact is made with the local Ambulance Service to ensure that they are not delayed in reaching the site of an emergency. This is particularly important in the case of remote schools.

Where special hazards are involved (e.g. in certain laboratories) the ambulance service should be informed.

In some cases, an establishment may be located close to a Hospital Accident and Emergency Department and an employer may be able to take account of the Department's facilities in making first aid arrangements.

N.B. It is advisable to have relevant phone numbers for hospitals and any other services to hand near the treatment point.

16. Out of Hours Working

Out of hours working is common in many education establishments. It is important that all establishments have arrangements to ensure that first aid provision for such situations is adequate and that the arrangements are known to those concerned. As a minimum, an appointed person and a first aid box should be available and there should be access to a telephone in case of emergency.

Such arrangements should cater also for students attending evening classes.